

## **PERMIT APPLICATION CHECKLIST**

**An appointment is required to submit the application. Call (213) 974-6438 to schedule**  
**All maps and plans must be folded to fit into an 8 ½" X 14" folder**

1. [Application Fees](#) (Cash, checks or money orders only; Make checks payable to Los Angeles County)
  - There is no guarantee of approval and refunds are not granted if the project is denied.
2. [Zoning & Subdivision Application](#) (completely filled out, where applicable, with original signatures)
  - If the record owner is not a private individual, Articles of Incorporation or proof of authorization to sign for the record owner is required.
  - If the property has recently changed ownership, a copy of the recorded grant deed is required.
  - A complete legal description is required.
  - A Certificate of Compliance is required for projects located on illegal parcels.
3. [Burden of Proof](#) - The Burden of Proof is crucial. Please elaborate and substantiate with factual information. DO NOT answer "Yes" or "No", repeat the burden of proof, or leave any blanks.
4. [Lobbyist Form](#).
5. [Archaeological Statement](#).
6. [Oak Tree Statement](#).
7. Certified property owner's list [affidavit](#) dated within six months of submittal.
8. Two (2) sets of gummed mailing labels with the property owners' names & addresses, and one (1) photocopy of the labels keyed to the Ownership Map.
9. One (1) copy of the 500-foot radius [Ownership Map](#) (1" = 100' scale). A 1,000-foot radius is required for properties in Avocado Heights, Workman Mill, South San Gabriel, and the Fifth Supervisorial District. DO NOT use multiple Assessor's Map Book Pages.
  - Assign a number to each property. DO NOT use the Assessor's Number.
  - Write the assigned number for the corresponding property on the Ownership Map and labels.
10. Six (6) copies of the 500-foot radius [Vicinity Maps](#) (1" = 100' scale).
11. Seven (7) copies of the 500-foot radius [Land Use Map](#) with a legend indicating specific existing land uses (1" = 100' scale). DO NOT use the zoning or land use plan category.
12. Thirteen (13) sets of plans including the Site Plan, Floor Plans, Elevations, and Grading Plan if applicable (minimum scale of 1" = 10' or 1/8" = 1", drawn on paper approximately 2' by 4' in size).
13. A minimum of six different printed color photos of the property. NO aerial photos.
14. A copy of the USGS Quad Sheet with the site highlighted for projects in rural areas, OR a copy of the Thomas Guide page with the site highlighted for projects in urban areas.
15. [Initial Study Questionnaire](#)
16. Additional Burden of Proof is required depending on the permit ([Hillside Management](#), [SEA](#), [Parking Permit](#), [Variance](#), [Plan Amendment](#), [Zone Change](#), etc.)
17. Supplemental information required for Alcoholic Beverage Sales:
  - [Burden of Proof for Alcoholic Beverage Sales](#).
  - Identify all uses that sell alcohol within a 500-foot radius, with type of sale (on-site or off-site consumption), beverage type (beer only, beer & wine, general liquor) and operating hours.
  - Identify all schools, parks, playgrounds, places of worship within a 600-foot radius.
  - Thirteen (13) copies of shelf plans are required for off-site beverage sales depicting the amount of shelf space proposed for alcoholic beverage sales.

\* Additional plans, information and/or fees may be required during application processing. If your case is referred to other agencies for review, additional fees will be required as listed on the Fee Schedule.